



Request for Proposals Independent Living Skills Training

RFP HS 08-09

ADDENDUM NO. 1

1. **Question:** Will the Contractor's be required to provide transportation?
Answer: No, the County will provide transportation for the youth to attend the classes. Group homes will also provide transportation for group home youth to attend the classes.
2. **Question:** Has the department previously provided these services?
Answer: Yes.
3. **Question:** Do you anticipate that there is only going to be one contract?
Answer: The number of awards and how the funds will be distributed will be determined by the quality and quantity of the individual proposals received in response to the RFP and what best meets the County's needs.
4. **Question:** Is it possible to provide for only one geographical area?
Answer: Yes. An agency can propose to serve one or all service areas. This information is to be included in the Proposal Description as outlined on page 22 of the RFP.
5. **Question:** How many youth will be served?
Answer: It is anticipated that 120-150 youth will be served annually throughout the regions.
6. **Question:** Regarding the scope of services, are you looking for only series workshops or series and individual workshops?
Answer: See page 6 of the RFP. Contractor is to cover all training components in any format including mini conferences, workshops or class series. Contractor must clearly describe the program curriculum to be used, method of instruction, and specify the total number of training hours to be delivered. Tell us what you are able and willing to provide in your proposal description.
7. **Question:** How do we handle a crisis situation?
Answer: Agencies should call law enforcement if the youth is considered harmful to self or others. Agencies can also contact the Child Abuse Hotline at 1-800-827-8724 if there is a serious problem. You as an instructor need to use reasonable protocol and will be provided with appropriate contact numbers.
8. **Question:** Can you expand on some of the material that you want taught?
Answer: See Page 6 of the RFP for the Program Requirements. Actual training components (a – h) are also listed beginning on page 7 of the RFP.

9. **Question:** Is the cost of getting documents like a birth certificate or social security card covered by the County?
Answer: DCS normally does cover the costs of birth certificates and social security cards if that information is relayed to the youth's Social Worker. The cost of obtaining these documents is not expected to come from the contract award.
10. **Question:** Has the mountain areas been served before?
Answer: Limited services have been offered.
11. **Question:** Regarding conferences: Will the "Independent City" fall under the contractor's responsibilities?
Answer: No.
12. **Question:** Are there services in Needles?
Answer: Currently, there are no classes or training held in the outlying areas.
13. **Question:** Is it 200 instructional hours per person?
Answer: No, it is total not per person.
14. **Question:** Is it possible to know who the current providers are?
Answer: Yes, Clyde Stewart and Knotts Family Agency are the current providers.
15. **Question:** Does this program require matching funds?
Answer: No.
16. **Question:** Are there start up costs?
Answer: No.
17. **Question:** How long does it take once the billing comes in before the bill is paid?
Answer: About 4-6 weeks; however with the Electronic Fund Transfer (EFT) it has been quicker.
18. **Question:** Are there any advance funds?
Answer: It is a possibility. It depends on the department after the contract is issued and the justification.
19. **Question:** Can you give a general explanation of the line item Salaries and Benefits?
Answer: Charges to the grant for salaries and benefits are to be based on actual time spent on the program. For example, if an accountant clerk spends 25% of his/her time gathering information and preparing the monthly invoice, then 25% of his/her time is allowed to be charged to the grant. The source document for charges is the timesheet prepared by the employee and approved by their supervisor.
20. **Question:** Is there a percentage of indirect costs?
Answer: Generally speaking, no. However, if your agency charges all the funding sources a certain percentage of the indirect costs based on an approved cost allocation plan, then the indirect costs can be considered. This rate must be consistently allocated to all programs. Direct costs are encouraged to be used when preparing the program budget and individual budget line items.

21. **Question:** What are allowed/disallowed costs?
Answer: Costs that generally benefit the clients served by the grant are allowable provided that they are reasonable and justifiable. An example of a disallowed cost would be delinquent fees or late charges.
22. **Question:** Whatever cost allocation we come up with will be approved?
Answer: See Answer to Question #20.
23. **Question:** Does ILP provide incentives for the students?
Answer: Yes. Incentives to the youth are paid by the County.
24. **Question:** If there is more than one proposal chosen will the money be split between them?
Answer: There is not a set amount for any contract. The total amount available for program services is \$125,000 for the contract period.
25. **Question:** Has the County been providing services for \$125,000?
Answer: Yes, the County currently has two contracts in place totaling \$121,000.
26. **Question:** Regarding financial statements: Our district (school) hires an auditor, will that suffice?
Answer: Yes, audited financial statements for the past three years are to be submitted with the proposal. If your agency is not required to be audited, then, submit unaudited financial statements with an explanation as to why they are unaudited.
27. **Question:** Can you define “Former County Official?”
Answer: See page 20 of the RFP. “County administrative official” is defined as a member of the Board of Supervisors or such officer’s staff, County Administrative Officer or member of such officer’s staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit”.
28. **Question:** Do you just want the application that was submitted to DOJ or do you want the clearance?
Answer: Prior to working with the youth, Contractor’s must obtain actual Department of Justice (DOJ) clearance. DOJ does not need to be submitted with the proposal but is a requirement for the contract.
29. **Question:** Do you have a page limit requirement for the proposal?
Answer: No.
30. **Question:** Do you want quarterly reports or monthly invoices?
Answer: Monthly invoices.
31. **Question:** What is the number of youth in each of the areas?
Answer: DCS has determined there are approximately 752 youth in the Western Region, 562 youth in the North Desert Region and 842 youth in the Eastern/Central Region. This number also includes out of County youth that meet the eligibility

requirements for this program. DCS anticipates serving approximately 120 – 150 youth Countywide in the ILP classes each fiscal year. Each proposer must state in their proposal the number of youth they can serve within each service area(s). See page 22 of the RFP.

32. Question: What is the County allowed mileage reimbursement rate?

Answer: The County allowed mileage rate may be different than what an Agency charges. Contractor's rate must be reasonable and should be limited to the IRS allowable rate.

33. Question: Are 990 financials allowed in lieu of unaudited financial statements?

Answer: Yes, if there are no financial statements prepared by your agency then submit a copy of 990 in lieu of financial statements. Note: 990's apply to tax returns prepared by non-profit organizations.

34. Question: Will the contractor be required to have all trainings in the form of a series or are individual classes pertaining to the training components sufficient?

Answer: See Answer to Question #6.

35. Question: The RFP mentions "classes or series". Will the contractor be required to hold a series of training in each of the service areas or will having an individual class once per quarter in certain service areas suffice?

Answer: See Answer to Question #4 and #6. The RFP spells out the need for Independent Living Skills Training. The County is looking for responses from potential Contractor's to meet that need. Tell us what you are able and willing to provide in your proposal description.

36. Question: Is it the contractor's responsibility to advertise the trainings in order to get the youth to attend trainings? If not, how are the youth referred to the trainings?

Answer: No. The Independent Living Program will recruit the youth for the classes. Generally, fliers and newsletters are sent out and the youth can call the regional ILP clerks to register for the classes/trainings.

37. Question: The RFP states that the contractor "is required to provide invoices once per month to the County or within 30 days of each series completion." What is the pay schedule for the contract?

Answer: It is anticipated that any contract awarded will be based on a cost reimbursement type method. Payment will be made to the Contractor within 4 – 6 weeks of an approved invoice.

38. Question: What is the average number of youth that have attended previous classes?

Answer: The average class size is 25 youth per class.

39. Question: Can these services be provided in Barstow?

Answer: See page 10 of the RFP for the Service Areas. Barstow is listed under the "High Desert". However, program services should be held in a central location to serve the most number of youth. Actual training locations and facilities must be pre-approved by the County.

40. Question: If we have a centralized office location in Redlands and we would like to use that office for all meetings, will there be transportation provided outside of that County? Do the meetings have to be in the County in which the consumer lives?

Answer: All training/classes need to be in San Bernardino County limits. Meetings do not have to be held in the City in which the youth lives. It is anticipated that program services will be delivered in a central location so the youth can attend. Transportation is provided by the County. However, a youth living in Barstow would not be expected to travel to Redlands due to travel time.